

Planning Checklist

Element	Action	Descriptors	Notes
1. Team	<ul style="list-style-type: none"> • Team of at least 3 committed staff 	<ul style="list-style-type: none"> • Include teachers from: <ul style="list-style-type: none"> ◦ executive level ◦ different stages ◦ staff willing to participate • A Coordinating Teacher should be chosen to oversee the program 	
2. Focus	<ul style="list-style-type: none"> • Establish the purpose • Determine the outcomes • Choose a focus from the following modules: <ul style="list-style-type: none"> ◦ Resilience ◦ Values ◦ Anti-bullying 	<ul style="list-style-type: none"> • Relate to curriculum areas • Relate to Student Welfare/ Pastoral Care • Include preventative aspects especially anti-bullying and mental health 	
3. Funding	<ul style="list-style-type: none"> • Prepare an annual budget 	<ul style="list-style-type: none"> • Costs should include: <ul style="list-style-type: none"> ◦ PD for staff ◦ Teacher relief ◦ Resources ◦ Peer Leader's training ◦ Photocopying • Approach <ul style="list-style-type: none"> ◦ Community clubs ◦ Local businesses ◦ Parent/carer groups ◦ Proformas for funding 	
4. Timetable	<ul style="list-style-type: none"> • Schedule Peer Leader's training for 2 days • Determine term for implementation • Choose day/time of sessions • Schedule briefing/debriefing 	<ul style="list-style-type: none"> • Training needs to be 2 consecutive days • Ideal implementation for Secondary is Term 1 	
5. Staff Training	<ul style="list-style-type: none"> • Approx. 1 teacher per 14-16 students for training • Parent/carers can be involved with training Peer Leaders 	<ul style="list-style-type: none"> • It is a member requirement that a staff member attends an Implementation Workshop every 3 years • Contact Peer Support Australia for more information if additional staff need to train 	
6. Resources	<ul style="list-style-type: none"> • Peer Leader Training • Current modules • Collect and prepare all required resources for training and the sessions 	<ul style="list-style-type: none"> • A Resource Checklist is provided at the beginning of Peer Leader's training and within each module 	

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